

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



February 19, 2002

TC LETTER NO. 02-03

TO: CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: REQUEST FOR COURSE SYNOPSES – ORIENTATION TRAINING

The Department of Child Support Services' Training and Procedures Team (TPT) is requesting that you provide us with an agenda and/or course synopsis for your agency's new employee orientation program.

The TPT is in the process of developing an additional lesson for the Complaint Resolution and State Hearing Regulation Training program. This lesson will be an overview of the program, much like the existing Lesson One, but will be designed for delivery in an orientation setting with a target audience of new child support staff.

Please send your materials to Tim Hughes at [tim.hughes@dcss.ca.gov](mailto:tim.hughes@dcss.ca.gov) no later than February 28, 2002. If you have any questions or concerns, please contact Tim at (916) 464-5516. We thank you for your cooperation and support.

Sincerely,

SHAR SCHROEPFER, Chief  
Policy Branch

cc: IV-D Directors  
Training Advisory Committee



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)